



## OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch  
Superintendent

September 10, 2007

TO: School District Authorized Representatives

FROM: Cathy Kendall, Director, Health Enhancement and Safety Division  
Tim Harris, Director, Division of Special Education

RE: School Discipline Data Collection for School Year 2007-2008  
Due Date for Electronic Submission: July 15, 2007

### **THIS IS THE ONLY MAILING YOU WILL RECEIVE ON SCHOOL DISCIPLINE DATA COLLECTION - PLEASE READ CAREFULLY**

This is a collection of school discipline data that includes all incidents that occur between July 1, 2007, and June 30, 2008, and:

- result in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- involve weapons, drugs or violence in which the perpetrator is a non-student; or
- result in an in-school suspension of a student with disabilities.  
(See below for further information.)

PLEASE  
NOTE!

**School districts will be required to enter and submit school discipline data electronically through the OPI's Web-based application:**

**<http://www.opi.mt.gov/schooldisciplinedc/index.html> . Paper copies of worksheets are no longer available as an option for the reporting of school discipline data.**

Failure to report will put a school out of compliance with the ESEA/NCLB act {UMIRS provisions, Section 4112 ©(3)}, requiring collection of specific data related to the frequency, seriousness, and incidence of violence and drug-related offenses resulting in suspensions and expulsions in elementary and secondary schools in the state.

The Web application will be available starting September 17, 2007, and will stay open until the due date of July 15, 2008. This will allow schools and/or districts to enter data on an ongoing basis throughout the school year. Ongoing data entry has obvious advantages that include an up-to-date, ongoing log of incidents for a school; more accurate accounting of an incident when entered shortly after it occurs; and elimination of the time-consuming task of entering all data at the end of the school year.

The school district administration is responsible for ensuring that every school within the district has submitted a completed report. A school with no incidents to report at the end of the year simply checks the "no incidents" box on the data entry screen for that school. Data must be submitted at the district level for the OPI to consider the data to be complete. The submittal process will not be available until May 15, 2008.

*"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."*

User names and passwords, for access to the application throughout the 2007-08 school year, were mailed to school district authorized representatives in June 2007. For assistance with passwords, contact the OPI Help Desk (444-3448).

The OPI Web page for the School Discipline Data Collection provides all information for this data collection. This page will alert reporting agencies of any updates, changes, or provide clarification, if needed, throughout the year. It also provides access to all resources for the data collection. The Web address is:

<http://www.opi.mt.gov/schooldisciplinedc/index.html>. Resources currently available are:

- School Discipline Instruction Manual (in pdf format);
- Link to the on-demand instructional video, which includes an overview of the data collection along with step-by-step instructions for the Web-based application. It is highly recommended that you view the introduction of the video for information on the new data reporting requirement;
- Glossary of Terms used in the data collection;
- Frequently Asked Questions document;
- Worksheet for Out-of-School Suspensions and Expulsions; and
- Worksheet for In-School Suspensions of Students with Disabilities.

The worksheets listed above may be useful for compiling the data prior to entry into the application, but they may no longer be used for paper filing. Please contact the staff below for help with inputting electronic data.

The federal requirement to report data on in-school suspensions of students with disabilities remains the same as last year. The federal definition for in-school suspension is:

Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.

Data being collected on these students with disabilities include: student identifier, gender, race, limited English proficient status, days (or fraction of a day) removed, and all disability codes that apply. If a student reported with an in-school suspension has previously been reported with either in-school or out-of-school suspensions or expulsions, the same student identifier that was used for the previous incident(s) must be used for this student, and the same for subsequent incidents of in- or out-of-school suspensions or expulsions for the student. Please see the instruction manual or training video for detailed information on this data collection requirement.

For additional information regarding the application, training or anything mentioned in this memo, contact Marion Erp (444-1951, e-mail: [merp@mt.gov](mailto:merp@mt.gov)) or Anne Rainey (444-4430, e-mail: [ARainey@mt.gov](mailto:ARainey@mt.gov)).